

Mechanical Ventilation Heat Recovery System Checklist for
(Name, address of site and Planning Ref)

	Checklist	The information to be provided in this column in full or continue on additional sheet. List drawing numbers etc	Comments by Regulatory Services with regards to whether info, plans, drawings, settings etc. are suitable and satisfactory
1	INSTALLATION PRIOR TO OCCUPATION / OPERATION Provide written confirmation that MVHR system to be installed prior to occupation/operation List UNIT nos.		
2	SUPPLIER Provide full contact details		
3	INSTALLER Provide full contact details including competency and experience of installing such systems		
4	MAKE AND MODEL Provide details of unit including make, model number etc.		
5	HEAT EXCHANGE Provide confirmation that unit incorporates a heat exchange system		
6	UNITS & DUCTWORK Provide written details of system including locations of units etc		

7	INLETS & OUTLETS Provide written details of types and locations including height and which elevations (NOTE if the site is in or partly within an AQMA the inlets must be outside of the AQMA. For all systems the inlets should ideally be on the roof or at a suitable height / location identified by an Air Quality Impact Assessment and or air quality monitoring. All inlets must be at furthest point away from any source of air pollution ie traffic, flues and food premises extraction systems etc.)		
8	DRAWINGS of ELEVATIONS & LAYOUT Provide drawings including units, ducting, inlets and vents etc. Provide drawing numbers.		
9	ODOUR Provide details of how odour from adjacent food premises will be prevented from being drawn into the air system.		
10	ACOUSTIC ATTENUATION Provide details of measures to be included to prevent noise / vibration breakout causing nuisance to occupiers in the apartment and neighbours.		
11	PASSIVE & TRICKLE VENTS Provide confirmation no trickle or other passive vents.		
12	WINDOWS & DOORS Provide details of whether windows and doors (balcony/patio) are openable or sealed. NB This must be confirmed by ventilation engineer as being suitable for the MVHR system chosen.		
13	CONTINUOUS OPERATION Provide confirmation that system will be running 24		

	hours and cannot be turned off by occupant		
14	FLOW RATES Provide details of inlet and extract flow rate for EVERY residential unit with MVHR system.		
15	BOOST Provide details of boost settings for when cooking smells or steam present		
16	AIR TEMP Provide details to temperature to confirm that inlet air will not be less than ambient (degrees C)		
17	ELECTRICITY SUPPLY Provide details of the location and who is in control of electricity supply to unit NB – must not be located such that occupant can turn the system off unless in an emergency eg fused spur to be in landlord's area for access by engineer)		
18	SERVICING & MAINTENANCE Provide details of maintenance regime including filter cleans and servicing, who by and what periods.		
19	BUILDING REGULATIONS Provide confirmation that the MVHR system is compliant with Building Regulation?		
20	SOLAR GAIN Provide details of the calculations carried out and mitigation measures related to the prevention of overheating the internal room temperatures through solar gain.		
21	INFORMATION PACK FOR RESIDENT Provide details of information to be supplied to the occupier about the system and the reasons why it has been installed etc. i.e. copies of operating manuals, power usage/cost to run if paid for by the		

	occupant and details of schedule of maintenance and who is responsible.		
22	COMMISSIONING FOLLOWING INSTALLATION Provide a commissioning report by an independent ventilation engineer confirming that the approved MVHR system has been installed into every apartment where required, that the system is operating continuously and that the inlet and extract flow rates are as approved		
23	SITE VISIT Agree to arrange visit to site by officer from Regulatory Services to see system installed and working.		
23	ANY OTHER INFO		